



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

June 17, 2019

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER
FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: Walt Gorman
State Contract Procurement Officer
302-857-4556

SUBJECT: **AWARD NOTICE- Addendum #1 – Effective June 1, 2020**
CONTRACT NO. GSS19113-TEMPMED
Temporary Medical Staffing

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KEY CONTRACT INFORMATION

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KEY CONTRACT INFORMATION

1. MANDATORY USE CONTRACT

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REF: Title 29, Chapter 6911(d) Delaware Code. Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

2. CONTRACT PERIOD

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Each contractor's contract shall be valid for a two (2) year period from July 1, 2019 through June 30, 2021. Each contract may be renewed for three (3) one (1) year periods through negotiation between the contractor and Government Support Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

The State reserves the right to extend this contract on a month-to-month basis for a period of up to three months after the term of the full contract has been completed.

Any vendor(s) awarded under this solicitation who does not bid, or for any reason whatsoever is not awarded a subsequent contract that has active placements shall have a requirement to transition placements within 90 days to any of the subsequently awarded vendor(s) under successor contracts, should the State desire placements. During that period of time, vendors shall perform in accordance with the terms and conditions of the award under which their placements were made. Such placements shall not incur any expense to the placed temporary employee or the State and non-compete agreements of any vendor(s) shall not prevent the opportunity of any current temporary placement to transition to a newly awarded vendor under successor contract.

3. ADDENDUM HISTORY

➤ Award Notice

- Addendum #1 – Adds Job Descriptions and Addendum History sections. Adds Dietician award. Effective June 1, 2020

➤ Pricing Spreadsheet

- Addendum #1 – Updates contact information for vTech Solutions. Effective October 15, 2019
- Addendum #2 – Updates contact information for Maxim Healthcare Services. Effective March 23, 2020
- Addendum #3 – Adds position and pricing for Dietician. Effective June 1, 2020

4. VENDORS

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22nd Century Technologies Inc. GSS19113-TEMPMEDV01 220 Davidson Avenue, Suite 118 Somerset, NJ 08873 FSF: 0000142590	Adil Business Systems GSS19113-TEMPMEDV02 55 Mineola Blvd., Suite 3 Mineola, NY 11501 FSF: 0000145018
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Delta-T Group GSS19113-TEMPMEDV03 950 East Haverford Road, Suite 200 Bryn Mawr, PA 19010 FSF: 0000018545	Global Empire GSS19113-TEMPMEDV04 2151 Linglestown Rd., Suite 180 Harrisburg, PA 17110 FSF: 0000483931
Home Care Advantage Inc. DBA HCA Staffing GSS19113-TEMPMEDV05 1179 South 6 th Street Indiana, PA 15701 FSF: 0000483284	Infojini Inc. GSS19113-TEMPMEDV06 10015 Old Columbia Rd, B215 Columbia, MD 21046 FSF: 0000155142
Maxim Healthcare Services GSS19113-TEMPMEDV07 7227 Lee Deforest Drive Columbia, MD 21061 FSF: 0000213962 FSF: 0000030181	Staff Today GSS19113-TEMPMEDV08 212 E. Rowland St, #313 Covina, CA 91723 FSF: 0000483501
D H Porter Enterprises LLC DBA Staffing Etc. GSS19113-TEMPMEDV09 9410 Annapolis Rd, Suite 200 Lanham, MD 20706 FSF: 0000483641	vTech Solution Inc. GSS19113-TEMPMEDV10 1100 H Street, NW, Suite 450 Washington, DC 20005 FSF: 0000312319
Worldwide Travel Staffing, Limited GSS19113-TEMPMEDV11 2829 Sheridan Drive Tonawanda, NY 14150 FSF: 0000483287	Refer to Pricing spreadsheet for contact names, phone numbers, email addresses, and pricing information

5. COVERED POSITIONS

Below are the job titles currently covered under this contract. Full descriptions are found in Appendix B of the original solicitation. Additional job titles and descriptions may be added throughout the contract period to accommodate State Agency needs. Requests from agencies for temporary medical staff shall only contain the job title. Additional job descriptions provided at the time of request shall not be utilized. Requests for positions not covered by this solicitation may only be added by the Office of Management and Budget, Government Support Services. Awarded vendors will not be authorized to fill positions they have not been awarded nor positions not on the contract.

Requesting agencies do not have the authority to authorize increase in pay and/or bill rates awarded as a result of this contract.

- a) Registered Nurse 1, 2, & 3
- b) Advanced Practice Registered Nurse
- c) Licensed Practical Nurse I, II, & III
- d) Certified Nursing Assistant
- e) Epidemiologist I, II, III, & IV
- f) Nutritionist I & II
- g) Dental Assistant
- h) Compliance Nurse
- i) Pharmacist Administrator
- j) Respiratory Therapy Services
- k) **Dietician**

6. PRICING

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Prices will remain firm for the term of the contract year. Pricing details can be found on the Pricing Spreadsheet.

ADDITIONAL TERMS AND CONDITIONS

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7. BILLING

The successful vendor is required to **"Bill as Shipped" to the respective ordering agency(s).** Ordering agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.

8. PAYMENT

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

9. PRODUCT SUBSTITUTION

All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by Government Support Services to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

10. ORDERING PROCEDURE

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

11. PURCHASE ORDERS

Agencies that are part of the First State Financial (FSF) system are required to identify the contract number GSS19113-TEMPMED on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

12. REQUIREMENTS

For a complete list of contract specifications please refer to the original bid solicitation document(s). Any contract specific documentation will be accessible through the hyperlink(s) provided on this contract's details page.

13. HOLD HARMLESS

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor,

its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

14. NON-PERFORMANCE

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

15. FORCE MAJEURE

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

16. AGENCY'S RESPONSIBILITIES

The Agency shall:

- a) Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b) Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.
- c) When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.
- d) The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the contractor to perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.
- e) If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible.
<http://gss.omb.delaware.gov/divisionwide/forms.shtml>.

Job Descriptions, Temporary Medical Staff

The following pages detail the job titles and descriptions that will be included in this contract. Additional job titles and descriptions may be added throughout the contract period to accommodate State Agency needs. Requests from agencies for temporary medical staff shall only contain the job title. Additional job descriptions provided at the time of request shall not be utilized. Requests for positions not covered by this solicitation may only be added by the Office of Management and Budget, Government Support Services. Awarded vendors will not be authorized to fill positions they have not been awarded nor positions not on the contract.

Requesting agencies do not have the authority to authorize increase in pay and/or bill rates awarded as a result of this contract.

Registered Nurse I

Description of Occupational Work

Registered nurses may perform work in a variety of different settings such as the community, facilities, health centers, residential or similar environments. Registered nurses provide one or more of the following nursing services including but not limited to: direct care; assessments; nursing care plans; education on health issues; evaluation of health care facilities and agencies to ensure compliance with health care regulations; promotion and protection of the health of the entire population; prevention of illness, injury or disability; and /or facilitation of the delivery of health care services.

Essential Functions

Essential functions are fundamental, core functions common to positions in the class series and are not intended to be an exhaustive list of every job duty for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Provides or evaluates direct nursing care.
- Develops, implements and/or reviews nursing care plans.
- Provides health care instruction and guidance to individuals, families, community groups and/or nursing home facilities in the management of their health care needs.
- Maintains an effective working relationship with other members of the treatment team.
- Prepares and submits records, reports, evaluations and forms.
- Participates in and make recommendations regarding quality assurance activities.

Levels of Work

- Receives close supervision in agency operations.
- Receives on the job training.
- Regular contacts are with individuals and/or their families, staff nurses, supervisory nurses and physicians.

Knowledge, Skills and Abilities

- Knowledge of the principles, practices, and procedures of registered nursing.
- Knowledge of quality assurance techniques.
- Knowledge of the specific program area of practice.
- Knowledge of individual/group dynamics.
- Skill in providing health care instruction and guidance to individuals, families, community groups and/or nursing home facilities.
- Skill in accurate documentation.
- Ability to plan, implement and evaluate nursing care plans.
- Ability to complete records and reports in a timely manner.
- Ability to establish and maintain effective relationships with individuals, families and co-workers.
- Ability to interpret data and apply the appropriate problem solving techniques.

JOB REQUIREMENTS for Registered Nurse I

1. Possession of a Delaware Registered Nurse license, Delaware temporary license or multi-state compact license.

Registered Nurse II

Description of Occupational Work

Registered nurses may perform work in a variety of different settings such as the community, facilities, health centers, residential or similar environments. Registered nurses provide one or more of the following nursing services including but not limited to: direct care; assessments; nursing care plans; education on health issues; evaluation of health care facilities and agencies to ensure compliance with health care regulations; promotion and protection of the health of the entire population; prevention of illness, injury or disability; and /or facilitation of the delivery of health care services.

Essential Functions

Essential functions are fundamental, core functions common to positions in the class series and are not intended to be an exhaustive list of every job duty for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Provides or evaluates direct nursing care.
- Develops, implements and/or reviews nursing care plans.
- Provides health care instruction and guidance to individuals, families, community groups and/or nursing home facilities in the management of their health care needs.
- Maintains an effective working relationship with other members of the treatment team.
- Prepares and submits records, reports, evaluations and forms.
- Participates in and make recommendations regarding quality assurance activities.

Levels of Work

- Receive less supervisory direction and assistance.
- Make independent judgements in critical situations.
- Provide technical guidance to lower level staff.
- Regular contacts are with individuals, and/or their families, staff nurses, supervisory nurses and physicians.

Knowledge, Skills and Abilities

- Knowledge of the principles, practices, and procedures of registered nursing.
- Knowledge of quality assurance techniques.
- Knowledge of the specific program area of practice.
- Knowledge of individual/group dynamics.
- Skill in providing health care instruction and guidance to individuals, families, community groups and/or nursing home facilities.
- Skill in accurate documentation.
- Ability to plan, implement and evaluate nursing care plans.
- Ability to complete records and reports in a timely manner.
- Ability to establish and maintain effective relationships with individuals, families and co-workers.
- Ability to interpret data and apply the appropriate problem solving techniques.
- Knowledge of applicable sections of the Delaware Code, Department and facility policy and procedures.
- Ability to provide guidance to para-professional staff.
- Ability to make independent judgements.

JOB REQUIREMENTS for Registered Nurse II

1. Possession of a Bachelors degree or higher in Nursing.
2. Possession of a Delaware Registered Nurse license OR multi-state compact license.

Registered Nurse III

Description of Occupational Work

Registered nurses may perform work in a variety of different settings such as the community, facilities, health centers, residential or similar environments. Registered nurses provide one or more of the following nursing services including but not limited to: direct care; assessments; nursing care plans; education on health issues; evaluation of health care facilities and agencies to ensure compliance with health care regulations; promotion and protection of the health of the entire population; prevention of illness, injury or disability; and /or facilitation of the delivery of health care services.

Essential Functions

Essential functions are fundamental, core functions common to positions in the class series and are not intended to be an exhaustive list of every job duty for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Provides or evaluates direct nursing care.
- Develops, implements and/or reviews nursing care plans.
- Provides health care instruction and guidance to individuals, families, community groups and/or nursing home facilities in the management of their health care needs.
- Maintains an effective working relationship with other members of the treatment team.
- Prepares and submits records, reports, evaluations and forms.
- Participates in and make recommendations regarding quality assurance activities.

Levels of Work

- Positions at this level are skilled in making independent judgements in complex situations.
- May serve as charge nurse or team leader by delegating assignments and reviewing the work of staff.
- Regular contacts are with individuals and/or their families, staff nurses, supervisory nurses, physicians, health care facilities, and other administrative staff.

Knowledge, Skills and Abilities

- Knowledge of the principles, practices, and procedures of registered nursing.
- Knowledge of quality assurance techniques.
- Knowledge of the specific program area of practice.
- Knowledge of individual/group dynamics.
- Skill in providing health care instruction and guidance to individuals, families, community groups and/or nursing home facilities.
- Skill in accurate documentation.
- Ability to plan, implement and evaluate nursing care plans.
- Ability to complete records and reports in a timely manner.
- Ability to establish and maintain effective relationships with individuals, families and co-workers.
- Ability to interpret data and apply the appropriate problem solving techniques.
- Knowledge of applicable sections of the Delaware Code, Department and facility policy and procedures.
- Ability to provide guidance to para-professional staff.
- Ability to make independent judgements.
- Skill in making independent judgements in complex situations.
- Ability to plan, assign and review the work of staff.

JOB REQUIREMENTS for Registered Nurse III

1. Possession of a Bachelors degree or higher in Nursing and at least one year experience as a Registered Nurse in Public Health Nursing OR a Masters degree or higher in Nursing.
2. Possession of a Delaware Registered Nurse license OR multi-state compact license.

Advanced Practice Registered Nurse

Description of Occupational Work

Registered nurses may perform work in a variety of different settings such as the community, facilities, health centers, residential or similar environments. Registered nurses provide one or more of the following nursing services including but not limited to: direct care; assessments; nursing care plans; education on health issues; evaluation of health care facilities and agencies to ensure compliance with health care regulations; promotion and protection of the health of the entire population; prevention of illness, injury or disability; and /or facilitation of the delivery of health care services.

Essential Functions

Essential functions are fundamental, core functions common to positions in the class series and are not intended to be an exhaustive list of every job duty for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Provides or evaluates direct nursing care.
- Develops, implements and/or reviews nursing care plans.
- Provides health care instruction and guidance to individuals, families, community groups and/or nursing home facilities in the management of their health care needs.
- Maintains an effective working relationship with other members of the treatment team.
- Prepares and submits records, reports, evaluations and forms.
- Participates in and make recommendations regarding quality assurance activities.

Levels of Work

- Performs comprehensive physical examinations and preventive health measures.
- Prescribes appropriate forms of treatment.
- Orders and evaluates laboratory tests to identify and assess clinical problems or health care needs.
- Provides education and counseling.
- Plans and institutes health care programs in the community.
- Identifies health care problems in a nursing specialty and develops/implements appropriate intervention of corrective programs.
- Advises health groups and members of the health care team on matters related to nursing services and health care.
- Contacts include health care providers, community groups and other administrative and program staff.

Knowledge, Skills and Abilities

- Knowledge of the principles, practices, and procedures of registered nursing.
- Knowledge of quality assurance techniques.
- Knowledge of the specific program area of practice.
- Knowledge of individual/group dynamics.
- Skill in providing health care instruction and guidance to individuals, families, community groups and/or nursing home facilities.
- Skill in accurate documentation.
- Ability to plan, implement and evaluate nursing care plans.
- Ability to complete records and reports in a timely manner.
- Ability to establish and maintain effective relationships with individuals, families and co-workers.
- Ability to interpret data and apply the appropriate problem solving techniques.
- Knowledge of applicable sections of the Delaware Code, Department and facility policy and procedures.
- Ability to provide guidance to para-professional staff.
- Ability to make independent judgements.

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- Skill in making independent judgements in complex situations.
- Ability to plan, assign and review the work of staff.
- Knowledge of nursing process principles, practices, and theory in the specialty area.
- Knowledge of specialized techniques used in examination, specimen gathering, venipuncture, cultures and immunization.
- Skill in the application of specialized nursing health care services.
- Skill in writing clear, complete, concise reports, records and summaries.
- Skill in conducting assessment methods and techniques.
- Skill in working effectively with a variety of professional health care providers.
- Skill in the preparation of a variety of educational materials in a nursing specialty.
- Ability to conduct workshops, conferences and seminars in the nursing specialty.
- Ability to interpret laboratory findings.
- Ability to promote and integrate the area of the nursing specialty into the community health and social services setting.
- Ability to identify health care problems in a nursing specialty and develop/implement appropriate intervention or corrective programs.

JOB REQUIREMENTS for Advanced Practice Registered Nurse

1. Possession of a Delaware Advanced Practice Registered Nurse license or temporary permit for a Delaware Advanced Practice Registered Nurse license in an appropriate specialty area.

Licensed Practical Nurse I

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Administers treatments as directed.
- Takes and records vital signs (temperature, blood pressure, pulse and respiration).
- Pours, administers, charts and records medications.
- Gives prescribed intramuscular and subcutaneous injections and inoculations.
- Observes patient behavior and condition and reports changes to appropriate staff.
- Records information on patients' charts.

Levels of Work

- Responsible for less complex practical nursing assignments.
- Receives close supervision in agency operations.
- Regular contacts are with individuals and their families, nursing staff, physicians, dietary, pharmacy and other departments to ensure adequate care is provided to patients.

Knowledge, Skills and Abilities

- Knowledge of common physical and mental illnesses and their symptoms.
- Knowledge of principles and practices of practical nursing care.
- Knowledge of the use standard instruments, supplies and equipment.
- Knowledge of the methods and techniques of bathing, dressing, oral and personal hygiene and positioning of patients.
- Knowledge of medical terminology, abbreviations and symbols.
- Skill in administration of medications.
- Ability to exercise patience and understanding while working with the physically and mentally ill or developmentally disabled.
- Ability to write legibly and to spell correctly.
- Ability to record accurate information on patients' charts.

JOB REQUIREMENTS for Licensed Practical Nurse I

1. Possession of a Delaware Practical Nurse license, Delaware temporary license or multi-state compact license.

Licensed Practical Nurse II

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Administers treatments as directed.
- Takes and records vital signs (temperature, blood pressure, pulse and respiration).
- Pours, administers, charts and records medications.
- Gives prescribed intramuscular and subcutaneous injections and inoculations.
- Observes patient behavior and condition and reports changes to appropriate staff.
- Records information on patients' charts.

Levels of Work

- Responsible for complex practical nursing assignments.
- Prepares work schedules and oversees work of subordinate staff.
- Regular contacts are with individuals and their families, nursing staff, physicians, dietary, pharmacy and other departments to ensure adequate care is provided to patients.

Knowledge, Skills and Abilities

- Knowledge of common physical and mental illnesses and their symptoms.
- Knowledge of principles and practices of practical nursing care.
- Knowledge of the use standard instruments, supplies and equipment.
- Knowledge of the methods and techniques of bathing, dressing, oral and personal hygiene and positioning of patients.
- Knowledge of medical terminology, abbreviations and symbols.
- Skill in administration of medications.
- Ability to exercise patience and understanding while working with the physically and mentally ill or developmentally disabled.
- Ability to write legibly and to spell correctly.
- Ability to record accurate information on patients' charts.
- Skill in providing practical nursing care.
- Skill in the use of standard instruments, supplies and equipment.
- Ability to prepare complete, accurate reports.
- Ability to direct the work of subordinate staff.

JOB REQUIREMENTS for Licensed Practical Nurse II

1. Possession of a Delaware Practical Nursing license or multi-state compact license.
2. At least six months experience as a Practical Nurse.

Licensed Practical Nurse III

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Administers treatments as directed.
- Takes and records vital signs (temperature, blood pressure, pulse and respiration).
- Pours, administers, charts and records medications.
- Gives prescribed intramuscular and subcutaneous injections and inoculations.
- Observes patient behavior and condition and reports changes to appropriate staff.
- Records information on patients' charts.

Levels of Work

- Responsible for the most complex practical nursing assignments.
- Oversees the work of subordinate staff and redistributes the work force to ensure complete coverage and maximum effectiveness and efficiency of patient care activities.
- Regular contacts are with individuals and their families, nursing staff, physicians, dietary, pharmacy and other departments to ensure adequate care is provided to patients.

Knowledge, Skills and Abilities

- Knowledge of common physical and mental illnesses and their symptoms.
- Knowledge of principles and practices of practical nursing care.
- Knowledge of the use standard instruments, supplies and equipment.
- Knowledge of the methods and techniques of bathing, dressing, oral and personal hygiene and positioning of patients.
- Knowledge of medical terminology, abbreviations and symbols.
- Skill in administration of medications.
- Ability to exercise patience and understanding while working with the physically and mentally ill or developmentally disabled.
- Ability to write legibly and to spell correctly.
- Ability to record accurate information on patients' charts.
- Skill in providing practical nursing care.
- Skill in the use of standard instruments, supplies and equipment.
- Ability to prepare complete, accurate reports.
- Ability to direct the work of subordinate staff.
- Skill in providing complex practical nursing care.
- Skill in directing the work of subordinate staff.

JOB REQUIREMENTS for Licensed Practical Nurse III

1. Possession of a Delaware Practical Nursing license or multi-state compact license.
2. At least eighteen months experience as a Practical Nurse.

Certified Nursing Assistant (CNA)

Summary Statement

This is nursing/therapeutic support work implementing treatment plans developed by professional staff. Work typically involves caring for one or more clients/patients/residents experiencing acute or chronic disabilities including one or multiple physical, mental, developmental disorders.

Nature and Scope

Positions typically report to a professional superior. Professional staff delegate work and review as needed. Work includes certified nursing/therapeutic care and assisted daily living activities with focus on development/retention/rehabilitation of daily living skills. Significant to this work is the ability to recognize and describe subtle changes in client/patient/resident physical/emotional condition and report/record those changes. Employees assigned to positions requiring certification will attend training to retain Certified Nursing Assistant designation.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Provides mentoring/orientation for newly hired/less experienced staff ensuring assignments are completed.
- Leads individual/group therapeutic processes/discussions involving reality orientation, sensory stimulation, range of motion exercise, and application of splints/braces.
- Participates on interdisciplinary care team providing information about the individual's overall physical condition, abilities, and behavioral characteristics.
- Ensures aseptic integrity of feeding, catheter, and respiratory tubes/devices while assisting individual with personal hygiene.
- Monitors/records temperature, pulse, respiration, blood pressure, nutritional intake/output. Alerts professional staff to significant physical/behavioral changes/irregularities.
- Provides oral/written description of individual's physical/behavioral change.
- Observes client/patient/resident activities, recording/reporting unusual/hazardous behavior. Conducts periodic rounds to ensure safety/well-being of clients/patients/residents. Provides written/oral reports to describe unusual incidents.
- Escorts/is responsible for individuals' traveling to social/recreational activities and medical appointments on/off campus.
- Applies appropriate interventions to prevent or de-escalate inappropriate behaviors.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of facility standards and procedures for client/patient/resident care.
- Knowledge of facility safety practices and proper equipment use.
- Knowledge of the principles and practices of leadership.
- Knowledge of basic procedures for taking/recording temperatures, blood pressure, pulse, and respiration.
- Knowledge of basic nursing procedures including personal hygiene, skin care, nutritional intake/output
- Knowledge of basic anatomy/physiology involving respiratory, circulatory, digestive, urinary, musculo skeletal, endocrine, nerve, intellectual, sensory, and reproductive systems
- Skill in implementing therapeutic methods/techniques that encourage/support physical mobility/daily living skills.
- Skill in recognizing situations requiring the immediate attention of professional staff.
- Skill in providing technical support/instruction/guidance for less experienced staff.
- Skill in client/patient/resident interaction to deal with complex psychosocial needs.

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- Skill in appropriate interventions to prevent/de-escalate inappropriate behaviors.
- Ability to communicate oral/written reports concerning care activities/changing conditions.
- Ability to follow oral/written instructions concerning care requirements/plan.
- Ability to observe/identify unusual behavior/condition posing a health/safety threat.

JOB REQUIREMENTS for Certified Nursing Assistant

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Delaware certification as a Nursing Assistant or eligibility for a Delaware certification.

Epidemiologist I

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Conducts epidemiologic investigations, descriptive studies or analytic studies.
- Identifies public health problems pertinent to the population and determines feasibility and approach for the study.
- Collects, analyzes and interprets data using statistical techniques to identify outbreaks, determine changes in trends and probable causes of epidemiologic problems; uses existing epidemiologic databases to analyze and interpret public health issues.
- Maintains surveillance systems used to monitor disease trends.
- Makes recommendations for continuation or changes to operations, programs, services, policies or procedures based on findings to promote and protect public health.
- May participate on internal and external committees and workgroups related to areas of expertise.

Levels of Work

- Works under the supervision of an administrative or technical supervisor.
- Performs routine, standard epidemiologic work assignments; assists in more complex assignments.
- Implements disease control protocols for reported public health diseases or problems. Assists in preparing statistical summaries and detailed scientific reports.
- May assist with writing grants and contracts.
- Contacts include providing scientific and technical assistance to members of local, state and federal agencies, industry, health care providers, communities and others interested or concerned with agency programs and projects.

Knowledge, Skills and Abilities

- Knowledge of methods and techniques used in conducting epidemiological investigations and studies.
- Knowledge of epidemiological data collection procedures.
- Knowledge of communicable, chronic, or environmental diseases and their causes.
- Knowledge of the principles, practices, and procedures of grants, contracts or budget management.
- Knowledge of bio-statistics.
- Knowledge of diagnostic and laboratory survey techniques.
- Skill in analyzing, interpreting and evaluating epidemiological and statistical data.
- Skill in identifying disease outbreaks and trends using data collection and existing epidemiologic databases.
- Skill in identifying causes and sources of contagious or environmentally induced diseases.
- Ability to apply methods and procedures used in the control of contagious or environmentally induced diseases.
- Ability to recommend and evaluate effectiveness of disease control measures.
- Ability to establish and maintain effective working relationships with State and federal environmental agencies, community representatives, and the media.
- Ability to communicate effectively.

JOB REQUIREMENTS for Epidemiologist I

1. Possession of a Bachelor's degree or higher in Life, Physical, Health Science or related field.
2. Knowledge of using epidemiological methods to identify, study and control the incidence and distribution of communicable, chronic or environmental diseases or other public health problems.

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3. Knowledge of designing, conducting, and analyzing epidemiologic studies such as developing and testing a hypothesis by selecting cases and controls, determining information needed, data sources, sampling and collection methods.
4. Knowledge of designing and using surveillance systems to monitor public health problems.
5. Knowledge of inferential statistics such as correlation, t-tests, f-tests or analysis of variance.
6. Knowledge of preparing statistical summaries and scientific reports.

Epidemiologist II

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Conducts epidemiologic investigations, descriptive studies or analytic studies.
- Identifies public health problems pertinent to the population and determines feasibility and approach for the study.
- Collects, analyzes and interprets data using statistical techniques to identify outbreaks, determine changes in trends and probable causes of epidemiologic problems; uses existing epidemiologic databases to analyze and interpret public health issues.
- Maintains surveillance systems used to monitor disease trends.
- Makes recommendations for continuation or changes to operations, programs, services, policies or procedures based on findings to promote and protect public health.
- May participate on internal and external committees and workgroups related to areas of expertise.

Levels of Work

- Conducts a broad and complex range of investigative, analytical and epidemiologic activities related to the surveillance, detection and prevention of diseases.
- Develops and designs methods of collecting, analyzing and disseminating data.
- Conducts epidemiologic outbreak investigations; performs on-site review of facilities and procedures; interviews patients, healthcare providers and others involved.
- Performs statistical analysis of complex data from a variety of disciplines to draw conclusions and recommend corrective actions.
- Designs and implements surveillance systems used to monitor disease trends.
- Designs and manipulates epidemiologic databases to analyze and interpret health problems.
- Develops disease control protocols for reported public health diseases or problems.
- Prepares, presents and publishes technical reports and findings for a variety of audiences including professionals and the public.
- Seeks outside funding sources and has primary responsibility for developing, monitoring and controlling budgets, grants, or contracts within set policies and procedures.
- May provide technical guidance to lower level staff.
- Contacts include providing expert scientific and technical direction, guidance and assistance to local, state and federal agencies, industry, health care providers, communities and the public.

Knowledge, Skills and Abilities

- Knowledge of methods and techniques used in conducting epidemiological investigations and studies.
- Knowledge of epidemiological data collection procedures.
- Knowledge of communicable, chronic, or environmental diseases and their causes.
- Knowledge of the principles, practices, and procedures of grants, contracts or budget management.
- Knowledge of bio-statistics.
- Knowledge of diagnostic and laboratory survey techniques.
- Skill in analyzing, interpreting and evaluating epidemiological and statistical data.
- Skill in identifying disease outbreaks and trends using data collection and existing epidemiologic databases.
- Skill in identifying causes and sources of contagious or environmentally induced diseases.
- Ability to apply methods and procedures used in the control of contagious or environmentally induced diseases.

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- Ability to recommend and evaluate effectiveness of disease control measures.
- Ability to establish and maintain effective working relationships with State and federal environmental agencies, community representatives, and the media.
- Ability to communicate effectively.
- Knowledge of medical jurisprudence including public health laws and regulations involving multiple disciplines and agencies.
- Skill in the methods and techniques of advanced statistical analysis, study and design.
- Skill in interviewing methods and techniques.
- Skill in planning, organizing and conducting complex epidemiological investigations and studies.
- Skill in developing and designing methods of collecting, analyzing and disseminating data.
- Skill in analyzing, interpreting, and evaluating complex scientific information.
- Skill in designing and implementing surveillance systems.
- Skill in designing and manipulating epidemiologic databases to analyze and interpret health problems.
- Skill in the principles, practices, and procedures of grants, contracts or budget management.
- Ability to mediate complex and conflicting priorities to resolve community concerns.
- Ability to communicate complex issues to a variety of audiences.
- Ability to work with scientists and technical staff from a diverse and multidisciplinary background.

JOB REQUIREMENTS for Epidemiologist II

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Bachelors degree or higher in Life, Physical, Health Science or related field.
2. Six months experience in using epidemiological methods to identify, study and control the incidence and distribution of communicable, chronic or environmental diseases or other public health problems.
3. Six months experience in designing, conducting, and analyzing epidemiologic studies such as developing and testing a hypothesis by selecting cases and controls, determining information needed, data sources, sampling and collection methods.
4. Six months experience in designing and using surveillance systems to monitor public health problems.
5. Six months experience in inferential statistics such as correlation, t-tests, f-tests or analysis of variance.
6. Six months experience in preparing statistical summaries and scientific reports.
7. Six months experience in providing epidemiologic direction, guidance and assistance to state and federal agencies or public and private organizations to control public health problems affecting a population.
8. Six months experience in managing budgets, grants or contracts.

Epidemiologist III

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Conducts epidemiologic investigations, descriptive studies or analytic studies.
- Identifies public health problems pertinent to the population and determines feasibility and approach for the study.
- Collects, analyzes and interprets data using statistical techniques to identify outbreaks, determine changes in trends and probable causes of epidemiologic problems; uses existing epidemiologic databases to analyze and interpret public health issues.
- Maintains surveillance systems used to monitor disease trends.
- Makes recommendations for continuation or changes to operations, programs, services, policies or procedures based on findings to promote and protect public health.
- May participate on internal and external committees and workgroups related to areas of expertise.

Levels of Work

- Reports to an administrative supervisor.
- Supervision is exercised over two or more merit full time Epidemiologist positions per the Merit Rules. The elements of supervision include planning, assigning, reviewing and evaluating performance, training and recommending hire, termination and discipline.
- Provides technical guidance to staff.
- Develops, implements and monitors organizational performance measures to ensure program effectiveness and recommend improvements.
- Oversees the design and development of surveillance systems, data collection methods and instruments; develops methods for descriptive and comprehensive analyses of surveillance data for multiple purposes.
- Reviews and shares epidemiologic database content to develop and maintain partnerships for sharing and the use of data.
- Develops and evaluates methods of training for health care providers and local staff on appropriate methods of controlling diseases.
- Oversees the development, monitoring and control of budgets, grants, and contracts within set policies and procedures.

Knowledge, Skills and Abilities

- Knowledge of methods and techniques used in conducting epidemiological investigations and studies.
- Knowledge of epidemiological data collection procedures.
- Knowledge of communicable, chronic, or environmental diseases and their causes.
- Knowledge of the principles, practices, and procedures of grants, contracts or budget management.
- Knowledge of bio-statistics.
- Knowledge of diagnostic and laboratory survey techniques.
- Skill in analyzing, interpreting and evaluating epidemiological and statistical data.
- Skill in identifying disease outbreaks and trends using data collection and existing epidemiologic databases.
- Skill in identifying causes and sources of contagious or environmentally induced diseases.
- Ability to apply methods and procedures used in the control of contagious or environmentally induced diseases.
- Ability to recommend and evaluate effectiveness of disease control measures.

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- Ability to establish and maintain effective working relationships with State and federal environmental agencies, community representatives, and the media.
- Ability to communicate effectively.
- Knowledge of medical jurisprudence including public health laws and regulations involving multiple disciplines and agencies.
- Skill in the methods and techniques of advanced statistical analysis, study and design.
- Skill in interviewing methods and techniques.
- Skill in planning, organizing and conducting complex epidemiological investigations and studies.
- Skill in developing and designing methods of collecting, analyzing and disseminating data.
- Skill in analyzing, interpreting, and evaluating complex scientific information.
- Skill in designing and implementing surveillance systems.
- Skill in designing and manipulating epidemiologic databases to analyze and interpret health problems.
- Skill in the principles, practices, and procedures of grants, contracts or budget management.
- Ability to mediate complex and conflicting priorities to resolve community concerns.
- Ability to communicate complex issues to a variety of audiences.
- Ability to work with scientists and technical staff from a diverse and multidisciplinary background.
- Knowledge of State and regional public health policies, procedures and objectives.
- Skill in supervisory methods and techniques.
- Skill in managing, directing and overseeing a program unit with multiple segments to accomplish division goals and objectives.
- Skill in program development, evaluation, design and monitoring functions.
- Skill in developing long range plans and objectives for epidemiologic program services.
- Skill in developing laboratory processes that will maximize accuracy of results.
- Skill in overseeing the design and development of surveillance systems.
- Skill developing community partnerships to support epidemiologic investigations and studies.
- Skill in ensuring work is in compliance with state and federal laws, rules, regulations, standards, policies and procedures.
- Skill in conducting interviews to collect data for epidemiologic investigations and studies.
- Ability to provide technical advice to program staff, public health staff and the community.
- Ability to establish relationships with groups of special concern such as disadvantaged groups, minorities, or groups subject to health disparities.
- Ability to analyze complex federal reports and determine implications on the State/Department.

JOB REQUIREMENTS for Epidemiologist III

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Bachelors degree or higher in Life, Physical, or Health Science or related field.
2. Three years experience in using epidemiological methods to identify, study and control the incidence and distribution of communicable, chronic or environmental diseases or other public health problems.
3. Three years experience in designing, conducting, and analyzing epidemiologic studies such as developing and testing a hypothesis by selecting cases and controls, determining information needed, data sources, sampling and collection methods.
4. Three years experience in designing and using surveillance systems to monitor public health problems.
5. Six months experience in inferential statistics such as correlation, t-tests, f-tests or analysis of variance.
6. Six months experience in preparing statistical summaries and scientific reports.
7. Six months experience in providing epidemiologic direction, guidance and assistance to state and federal agencies or public and private organizations to control public health problems affecting a population.
8. Six months experience in managing budgets, grants or contracts.

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9. Knowledge of staff supervision acquired through course work, academic training, training provided through an employer, or performing as a lead worker overseeing the work of others; OR supervising staff which may include planning, assigning, reviewing, and evaluating the work of others; OR supervising through subordinate supervisors a group of professional, technical, and clerical employees.

Epidemiologist IV

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Conducts epidemiologic investigations, descriptive studies or analytic studies.
- Identifies public health problems pertinent to the population and determines feasibility and approach for the study.
- Collects, analyzes and interprets data using statistical techniques to identify outbreaks, determine changes in trends and probable causes of epidemiologic problems; uses existing epidemiologic databases to analyze and interpret public health issues.
- Maintains surveillance systems used to monitor disease trends.
- Makes recommendations for continuation or changes to operations, programs, services, policies or procedures based on findings to promote and protect public health.
- May participate on internal and external committees and workgroups related to areas of expertise.

Levels of Work

- Reports to a Public Health Administrator II or higher level and performs work with minimal supervision.
- Provides technical guidance and direction for all epidemiologic program areas across the division.
- Performs advanced and specialized epidemiologic work including extensive applied research in a specific field such as chronic disease, infectious disease, maternal and child health, environmental health, injury clusters, trend analysis, or geographic distribution of disease.
- Directs State program planning efforts with respect to surveillance and other epidemiologic data collection and evaluation.
- Serves as a recognized scientific expert on epidemiologic issues.
- Prepares, presents, and publishes technical reports and findings for the public, scientific community, and for legal documentation.
- Develops policies, procedures and plans for epidemiologic programs.

Knowledge, Skills and Abilities

- Knowledge of methods and techniques used in conducting epidemiological investigations and studies.
- Knowledge of epidemiological data collection procedures.
- Knowledge of communicable, chronic, or environmental diseases and their causes.
- Knowledge of the principles, practices, and procedures of grants, contracts or budget management.
- Knowledge of bio-statistics.
- Knowledge of diagnostic and laboratory survey techniques.
- Skill in analyzing, interpreting and evaluating epidemiological and statistical data.
- Skill in identifying disease outbreaks and trends using data collection and existing epidemiologic databases.
- Skill in identifying causes and sources of contagious or environmentally induced diseases.
- Ability to apply methods and procedures used in the control of contagious or environmentally induced diseases.
- Ability to recommend and evaluate effectiveness of disease control measures.
- Ability to establish and maintain effective working relationships with State and federal environmental agencies, community representatives, and the media.
- Ability to communicate effectively.

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- Knowledge of medical jurisprudence including public health laws and regulations involving multiple disciplines and agencies.
- Skill in the methods and techniques of advanced statistical analysis, study and design.
- Skill in interviewing methods and techniques.
- Skill in planning, organizing and conducting complex epidemiological investigations and studies.
- Skill in developing and designing methods of collecting, analyzing and disseminating data.
- Skill in analyzing, interpreting, and evaluating complex scientific information.
- Skill in designing and implementing surveillance systems.
- Skill in designing and manipulating epidemiologic databases to analyze and interpret health problems.
- Skill in the principles, practices, and procedures of grants, contracts or budget management.
- Ability to mediate complex and conflicting priorities to resolve community concerns.
- Ability to communicate complex issues to a variety of audiences.
- Ability to work with scientists and technical staff from a diverse and multidisciplinary background.
- Knowledge of State and regional public health policies, procedures and objectives.
- Skill in supervisory methods and techniques.
- Skill in managing, directing and overseeing a program unit with multiple segments to accomplish division goals and objectives.
- Skill in program development, evaluation, design and monitoring functions.
- Skill in developing long range plans and objectives for epidemiologic program services.
- Skill in developing laboratory processes that will maximize accuracy of results.
- Skill in overseeing the design and development of surveillance systems.
- Skill developing community partnerships to support epidemiologic investigations and studies.
- Skill in ensuring work is in compliance with state and federal laws, rules, regulations, standards, policies and procedures.
- Skill in conducting interviews to collect data for epidemiologic investigations and studies.
- Ability to provide technical advice to program staff, public health staff and the community.
- Ability to establish relationships with groups of special concern such as disadvantaged groups, minorities, or groups subject to health disparities.
- Ability to analyze complex federal reports and determine implications on the State/Department.
- Knowledge of international laws, rules and regulations applicable to public health programs.
- Knowledge of national socio-economic factors impacting public health issues.
- Skill in applying and integrating advanced epidemiologic theories, concepts, principles, and processes for assignments of a diverse and complex nature.
- Skill in performing and developing innovative and sophisticated methods, techniques, and procedures of research and analysis.
- Skill in analyzing and evaluating complex public health problems, trends and concerns to determine and implement course of action.
- Skill in presenting epidemiologic findings to both the scientific community and the public; translating findings into scientific publications.
- Skill in providing expert guidance to staff, Division Directors and other administrative management on epidemiologic investigations and studies.
- Skill in creating and implementing new interventions and control measures in response to epidemiologic findings.
- Skill in developing policies and procedures.
- Ability to assess the impact of public health issues on epidemiologic programs.
- Ability to design and implement previously untried programs and methods.

JOB REQUIREMENTS for Epidemiologist IV

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

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1. Possession of a Masters degree or higher in Life, Physical, Health Science or related field.
2. Possession of scientific prominence or recognition with publication in a scientific or trade journal.
3. Three years experience in designing and implementing epidemiologic research methods for communicable, chronic or environmental diseases or other public health problems.
4. Three years experience in designing, conducting, and analyzing epidemiologic studies such as developing and testing a hypothesis by selecting cases and controls, determining information needed, data sources, sampling and collection methods.
5. Three years experience in designing and using surveillance systems to monitor public health problems.
6. Six months experience in inferential statistics such as correlation, t-tests, f-tests or analysis of variance.
7. Three years experience in providing epidemiologic direction, guidance and assistance to state and federal agencies or public and private organizations to control public health problems affecting a population.
8. Six months experience in managing budgets, grants or contracts.

Nutritionist I

Description of Occupational Work

Work involves nutritional and/or dietary evaluation and consultation pertaining to nutritional issues, problems affecting an individual's food habits, prescribed diets, and food service and preparation.

Essential Functions

- Consults with physicians and health care personnel to assess and determine nutritional needs, menus and diet restrictions of individuals.
- Develops, implements and evaluates nutritional care plans for regular and modified diets based on assessments of nutritional needs, diet restrictions, and other current health plans.
- Provides nutritional and/or dietary assessment to educate individuals and their care providers.
- Oversees the quality and quantity of food served to ensure that meals conform to prescribed diets and meet established requirements for nutrient content.
- Provides technical assistance, guidance and direction to food service personnel, health care professionals, agencies, community organizations and the public regarding current nutritional issues, problems affecting an individual's food habits, prescribed diets, and/or food service, presentation and preparation.
- Coordinates nutritional services with other health programs.
- Plans, organizes and conducts training for food service personnel and health care professionals.
- Prepares and maintains accurate records and reports.
- May oversee the work of support staff.

Levels of Work

- Performs full range of nutritionist activities as described in the Essential Functions.
- Receives general supervision. Supervisor does periodic review for progress.
- Regular contacts are typically with individuals receiving services, care providers, internal agency staff and others outside the agency for the purpose of gathering, evaluating and providing information, influencing and motivating individuals, providing technical assistance, guidance and direction, and providing training.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of nutrition and dietetics and their relationship to health and disease.
- Knowledge of social, cultural and economic factors as it relates to health nutrition.
- Knowledge of menu planning, recipe development, diet evaluation and food processing equipment.
- Knowledge of food sanitation practices.
- Knowledge of state and federal regulations relating to nutrition programs.
- Knowledge of data collection and analysis techniques.
- Ability to communicate nutritional concepts and standards to all levels of understanding.
- Ability to maintain accurate records and prepare reports.
- Ability to establish and maintain effective working relationships.

JOB REQUIREMENTS for Nutritionist I

1. Possession of a Bachelors degree or higher in Food and Nutrition from a US regionally accredited college or university and coursework approved by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (ADA).

Nutritionist II

Description of Occupational Work

Work involves nutritional and/or dietary evaluation and consultation pertaining to nutritional issues, problems affecting an individual's food habits, prescribed diets, and food service and preparation.

Essential Functions

- Consults with physicians and health care personnel to assess and determine nutritional needs, menus and diet restrictions of individuals.
- Develops, implements and evaluates nutritional care plans for regular and modified diets based on assessments of nutritional needs, diet restrictions, and other current health plans.
- Provides nutritional and/or dietary assessment to educate individuals and their care providers.
- Oversees the quality and quantity of food served to ensure that meals conform to prescribed diets and meet established requirements for nutrient content.
- Provides technical assistance, guidance and direction to food service personnel, health care professionals, agencies, community organizations and the public regarding current nutritional issues, problems affecting an individual's food habits, prescribed diets, and/or food service, presentation and preparation.
- Coordinates nutritional services with other health programs.
- Plans, organizes and conducts training for food service personnel and health care professionals.
- Prepares and maintains accurate records and reports.
- May oversee the work of support staff.

Levels of Work

- Monitors and evaluates nutrition programs in public and private health care and day care facilities to meet quality assurance and ensure compliance with state, federal, and local regulations.
- Develops, implements and evaluates nutritional care plans for individuals with complex and multiple needs/problems (high risk, life threatening).
- Represents agency at professional and community meetings and conferences.
- Assists in planning and evaluating program activities, goals and objectives, and budget requirements.
- Regular contacts are typically with individuals, care providers, internal agency staff and others outside the agency, regardless of the method of communication, for the purpose of gathering, evaluating and providing information, influencing and motivating individuals, providing technical assistance, guidance and direction, providing training, and identifying problems/programs efficiency.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of nutrition and dietetics and their relationship to health and disease.
- Knowledge of social, cultural and economic factors as it relates to health nutrition.
- Knowledge of menu planning, recipe development, diet evaluation and food processing equipment.
- Knowledge of food sanitation practices.
- Knowledge of state and federal regulations relating to nutrition programs.
- Knowledge of data collection and analysis techniques.
- Ability to communicate nutritional concepts and standards to all levels of understanding.
- Ability to maintain accurate records and prepare reports.
- Ability to establish and maintain effective working relationships.
- Skill in providing nutritional evaluation and consultation regarding complex problems.
- Skill in analyzing and evaluating nutrition data.
- Skill in communicating nutritional concepts and standards to all levels of understanding.

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JOB REQUIREMENTS for Nutritionist II

1. Registered as a Dietitian/Nutritionist from the American Dietetic Association.

Dental Assistant

Nature and Scope

Work includes preparing clients for treatment, chairside assisting, taking and developing dental radiographs, and providing post-care instruction. Incumbents are responsible for sterilizing and maintaining instruments and equipment. In addition, the incumbent performs administrative duties in support of patient management for a dental clinic.

Essential Functions

- Assists dentist and/or dental hygienist during chairside procedures such as operative, preventive, periodontal, endodontic, prosthetic, limited orthodontics, and oral surgery.
- Keeps oral areas clean during dental procedures by using retraction, suction, and irrigation.
- Prepares and assists with placement of dental materials.
- Takes and develops radiographs.
- Disinfects environmental surfaces of the operatory which includes sterilization of instruments and equipment in accordance with federal, state, and institutional standards for infection control and safety.
- Organizes, maintains and sets-up dental instruments and equipment.
- Provides patient or parent education and oral hygiene instructions such as tooth brushing and flossing under direction of dentist and/or dental hygienist.
- Greets patients and answers telephones. Coordinates scheduling for patient's appointments, ensuring a full schedule of patients and reducing missed appointments.
- Maintains patient records by entering, updating, modifying and retrieving client information into an established information system. Confirms Medicaid eligibility.
- Maintains inventory and orders supplies for the clinic's operation.
- May assist in training dental assistant trainees and volunteers.

Knowledge, Skills and Abilities

- Knowledge of the methods and techniques of four-handed dentistry.
- Knowledge of applicable federal or state standards, regulations, policies and procedures for client care.
- Knowledge of dental instrument and equipment maintenance.
- Knowledge of the methods and techniques of dental radiology and safety procedures and protocols.
- Knowledge of assisting the dentist in medical and dental emergencies.
- Knowledge of office practices and procedures.
- Skill in chairside dentistry.
- Skill in preparation of dental materials.
- Skill in infection control procedures and techniques in accordance with federal or state laws, rules, and regulations.
- Skill in filing and searching files or records for information.
- Skill in verifying, recording, processing and compiling data accurately and resolving discrepancies in records.
- Ability to follow oral and written directions.
- Ability to work with physically and mentally handicapped clients.
- Ability to help clients feel comfortable before, during and after dental treatment.
- Ability to recognize basic dental emergencies for scheduling purposes.
- Ability to train others to use proper methods and procedures.

JOB REQUIREMENTS for Dental Assistant

1. Possession of a Delaware Dental Radiation Technician Certification or a Dental Radiation Technologist Certification from the Dental Assisting National Board (DANB).

Compliance Nurse

Summary Statement

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A class incumbent is responsible for surveying health care agencies and facilities to ensure that all regulatory requirements are met for certification and/or licensure.

Nature and Scope

Incumbents determine appropriate levels of care for Medicaid eligible clients in a health care facility including confirmation of present level of care and/or adverse changes in the level care. Work includes the complete medical review of patients, patients records and the health care facility. A significant aspect of the work involves investigation of complaints against facilities or allegations of specific violations of state/federal health care regulations.

Essential Functions

- Conducts survey of facilities and agencies for certification and/or licensure by the State and Medicare/Medicaid.
- Consults with agencies and facilities to assist them in meeting requirements and improving overall health care delivery.
- Conduct investigations of complaints against agencies/facilities to include allegations of violations against health care regulations and patient care.
- Conducts in-service training programs at health care facilities or in the community in order to educate provides and other interested groups in state-of-the-art health care.
- Prepares and maintains a variety of records, reports, and summaries and may be required to appear in courts of law or before boards and commissions.

Knowledge, Skills and Abilities

- Knowledge of survey and compliance evaluation techniques to include both federal and state regulatory requirements.
- Knowledge of a variety of resources available to health care facilities and providers to ensure that they meet established guidelines for licensure and/or certification.
- Skill in writing clear, complete, and concise reports, records, and summaries.
- Skill in communicating effectively with a variety of personnel from private and public sector health care facilities.
- Ability to analyze problem areas, select appropriate corrective courses of action, and recommend same to ensure regulatory compliance.
- Ability to interpret a variety of regulations, synthesize the same, and ensure that requirements are followed by all health care providers.

JOB REQUIREMENTS for Compliance Nurse

1. Possession of a Bachelors degree or higher in Nursing and at least two years experience as a Registered Nurse OR a Masters degree or higher in Nursing and at least one year experience as a Registered Nurse.
2. Possession of a Delaware Registered Nurse license OR multi-state compact license.

Pharmacist Administrator

Summary Statement

This class provides administrative level pharmacy services and is responsible for overseeing pharmacy and drug inspections which require the skills and knowledge of a pharmacist. The incumbent is also responsible for determining compliance with the Department of Health and Social Services pharmacy services contract.

Nature and Scope

The class incumbent reports to the Pharmaceutical Control Officer and is responsible for statewide pharmacy services inspections and inspections of registered researchers under the State Controlled Substance Act. In addition, the incumbent is responsible for the administration and control of the contract for provision of pharmacy services to Long Term Care Facilities.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Conducts pharmacy services inspections in hospitals, nursing homes, public health and mental health clinics, industrial clinics, group homes and residential treatment centers to ensure compliance with laws, rules and regulations pertaining to pharmacists, pharmacies, practitioners and other health professionals. Directs follow-up to ensure appropriate corrective measures have been taken.
- Conducts inspections of researchers registered under the State Controlled Substance Act to ensure compliance.
- Directs follow-up to ensure appropriate corrective measures have been taken.
- Plans, assigns reviews and evaluates the work of subordinate staff conducting the daily and on-going work of the unit.
- Administers, directs and controls the contract for provision of pharmacy services to Pharmacy Services, Division of Public Health Long Term Care Facilities. Consults with hospital directors, medical directors, nursing directors, and other state officials to ensure compliance to contract standards and state and federal laws.
- Designs and monitors a Quality Assurance Program for the departments pharmacy programs.
- Assists in the development of the drug bidding standards, assuring quality control and cost containment. Reviews drug bids with Pharmaceutical Control Officer to determine if the products meet standards established by the Department and the Food and Drug Administration. Reviews complaints about drugs received by State institutions and coordinates corrective action with DBAG's procurement.
- Prepares and presents lectures and seminars on topics related to pharmacy inspections, laws, pharmacology, etc.
- Is a member of the Department of Health and Social Services Pharmacy and Therapeutic Committee and is responsible for updating the Departments formulary when that committee votes additions or deletions.
- Represents the Pharmaceutical Control Officer at various meetings and programs when he is not available.
- Assists drug agents with investigations and inspections that require the knowledge of a pharmacist.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of federal, state pharmacy laws and regulations and other drug laws and regulations.
- Knowledge of dispensing procedures and all drug distribution systems.

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- Knowledge of the standard of practice for institutional pharmacies.
- Knowledge of pharmacy standards of practice for various types of institutions.
- Knowledge of contract requirements pertaining to pharmaceutical services.
- Knowledge of the principles and practices of personnel supervision.
- Skill in oral and written communication.
- Skill in the application of State/Federal laws as they apply to the pharmaceutical industry.
- Skill in the investigation, evaluation, and presentation of data related to pharmacy inspections.
- Ability to assign, review and evaluate the work of subordinates.
- Ability to comprehend and interpret statutory requirements.
- Ability to analyze, evaluate and interpret drug data and related financial data.
- Ability to communicate effectively both orally and in writing and give oral presentations before various groups.
- Ability to review and interpret medical records including nursing notes, drug administration and lab documents and records of researchers and practitioners (dentists; doctors, etc.)

JOB REQUIREMENTS for Pharmacist Administrator

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Delaware Pharmacist license or eligibility for a Delaware license.
2. Three years experience in practicing as a pharmacist.
3. Three years experience in dispensing procedures, drug distribution systems and contract requirements pertaining to pharmaceutical services.
4. Three years experience in determining compliance with controlled substance laws, rules, regulations, standards, policies and procedures.
5. Knowledge of Pharmacy dispensing computer systems.
6. Knowledge of staff supervision acquired through course work, academic training, training provided through an employer, or performing as a lead worker overseeing the work of others; OR supervising staff which may include planning, assigning, reviewing, and evaluating the work of others; OR supervising through subordinate supervisors a group of professional, technical, and clerical employees.
7. Possession of a valid Driver's License (not suspended, revoked or cancelled, or disqualified from driving).

Scope of Services

1. The Registered Dietician shall be competent to perform the following minimum duties and responsibilities:
2. Assessing special nutritional needs of geriatric and physically impaired persons
3. Developing therapeutic diets
4. Developing regular diets to meet the specialized needs of geriatric and physically impaired persons
5. Monitoring resident weights and providing report to nursing personnel and Nursing Home Administrator
6. Participation in developing and implementing continuing education programs for dietary services and nursing personnel
7. Participation in interdisciplinary care planning
8. Routine consultations with the Director of Food Service
9. Participation in the agency Quality Assurance Program through auditing, reporting and making recommendations on process improvement
10. Coverage for Certified Dietary Manager will be required during an extended leave or vacancy.

Minimum Qualifications

1. State of Delaware licensed for the term of the contract
2. Experience in long-term care setting

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3. Knowledge of Federal and State nursing home regulations; State Veterans Home regulations is preferred but not required
4. Registered by the Commission on Dietetic Registration of the American Dietetic Association
5. Good decision making and judgment capabilities
6. The ability to instruct others
7. The ability to identify and solve complex problems
8. Being socially perceptive; that is, aware of the reactions of others and understanding those reactions
9. Good reading comprehension skills

1. Good coordination skills and the ability to adjust one's actions in relation to others' actions
2. Effective logic, reasoning and critical thinking skills
3. Effective writing, speaking and listening skills

Responsibilities – **Include but are not limited to**

1. Developing therapeutic, specialized, regular and fortified diets to meet the needs of the residents
2. Menu development and revisions
3. Nutrition assessment and evaluation
4. Making meal rounds in the dining room and in resident rooms on the units
5. Conducting resident interviews and obtaining resident meal preference
6. QAPI tracking of significant weight changes, wounds, meal intakes, resident meal satisfaction, supplement acceptance
7. Attending care plan meetings and ensuring care plan implementation specific to nutritional needs
8. Providing diet education and resources to residents and families
9. Reviewing computerized menu and meal maintenance and resident information to ensure the menu meets federal recommended meal pattern using the Delaware Veterans Home current food service software
10. Policy/procedure and forms development and revision
11. Provide in-service training and resources to nursing and dietary staff
12. Presenting general information at Delaware Veterans Home new employee orientation
13. Nutritional data entry using electronic medical record
14. Attending meetings as required by Delaware Veterans Home
15. Assisting the Food Service Director in kitchen sanitation rounds
16. Participate with the interdisciplinary team regarding dietary and nutrition issues
17. Providing education and guidance for ancillary agency staff working with the dietician
18. Attend scheduled meetings with agency administrator or other designated staff

Computer Access – The Registered Dietician will be provided with a computer and access to the agency electronic medical record and food service software. The agency will also provide access to selective, approved web sites.

Dress Code – The Registered Dietician will be required to follow the dress code policy of the agency.